



U.S. Securities and Exchange Commission

2005 SEC Business Associates Program

Program:

- The U.S. Securities and Exchange Commission Business Associates Program is designed to introduce business professionals to the regulation of the securities markets and the work of the Commission. The program begins in the summer of 2005 and will provide substantive on-the-job assignments and training related to professional growth. The program features include:
 - Orientation
 - Individual Development Plan
 - Mentoring, career development, and networking activities
 - Shadowing assignments

Eligibility:

- Candidates with MBAs or Master's degrees in Accounting, Finance, Information Systems, Economics, or any field related to the position may apply directly to this program through the competitive process.
- US Citizenship is required.

Description:

- 2-year temporary appointments designed to provide on-the-job training for talented individuals at the Master's degree level.
- Individuals with Master's degrees will be hired as SEC Associates at the SK-9 level, with the eligibility of promotion to the SK-11 level after completion of year 1 and to SK-12 upon conversion into a permanent position.

Divisions/Offices:

Division of Corporation Finance, Office of EDGAR and Information Analysis

Evaluate and revise current information technology systems and risk analysis procedures; evaluate and implement, as applicable, the agency's XBRL initiatives; provide guidance on how to use financial databases in the Division's risk management efforts and selective review process; improve the Division's internal management reports; participate in other research or analysis projects in the Division.

Division of Corporation Finance, Office of Mergers and Acquisitions

Perform research and analysis related to the transactions reviewed in the office: research emerging disclosure issues and industry trends; monitor various compliance issues; review filings by public companies to identify significant disclosure problems; examine analyses produced by financial advisors to support their fairness opinions; analyze the structure of and disclosure related to tender offers for debt securities; and participate in other research or analysis projects in the Division.

Division of Corporate Finance, Office of the Chief Accountant

Assist accounting staff in reviewing accounting matters by research and analysis of issues: research emerging disclosure issues and accounting and industry trends; monitor various compliance issues; review filings by public companies to identify significant accounting and disclosure problems; determine use of various accommodations by foreign filers on Forms 20-F and 40-F; track status of various standard-setting projects; and participate in other research or analysis projects in the Division.

Division of Enforcement

Analysis, organization, and documentation of information involved in investigations and litigation conducted by legal and accounting staff. Provide assistance to legal and accounting professional staff by analyzing and organizing information gathered during the course of investigations and litigation. Research potential leads forwarded from various sources or in connection with different aspects of enforcement cases. Review testimony and summarize key points. Organize documents and records received from suspects or witnesses. Analyze trade records and extract information.

Division of Investment Management, Office of Financial Analysis

Serve as an external business liaison with the mutual fund industry. Meet with operations personnel at the Investment Company Institute, firms providing administrative services to the investment company industry and operations personnel from mutual fund groups. Research mutual fund firms' use of technology, follow new products and trends in the industry and gather information concerning industry operations and developments. Report back to Investment Management senior staff on findings.

Division of Market Regulation, Office of Market Continuity

Perform risk assessments to identify high risk areas or components of the Self-Regulatory Organizations' trading, clearance, and settlement systems that should be monitored, inspected, or corrected. Verify the effectiveness of IT controls and identify methods to best test key controls within the IT infrastructure to ensure controls adequately protect the investor. Assist in performing annual risk analyses for the following areas: computer operations, telecommunications, data security, systems development, capacity, contingency planning and testing, and internal and external audit areas. Also conduct inspection work, including pre-inspection research, field work, and preparation of reports. Track and monitor systems outages and corrective actions taken. (Travel is required)

Division of Market Regulation, Office of Prudential Supervision and Risk Analysis

Evaluate the financial condition of securities firms supervised by the Commission. Assess the liquidity of the firm's balance sheet and the liquidity of assets related to financial derivatives and other complex products. Review non-public financial information. Meet with firm personnel responsible for financial reporting, treasury functions, and risk management. (Travel to New York City is required.)

Division of Market Regulation, Office of Prudential Supervision and Risk Analysis

Monitor operational events at securities firms supervised by the Commission. Such operational events include the failure of information technology systems, failure of traders and other firm personnel to adhere to control policies, and errors in the processing of transactions. Analyze patterns of operational events and follow up with firm personnel. (Travel to New York City is required.)

Office of Compliance Inspections and Examinations

Assist and participate in compliance examinations of broker-dealers, transfer agents, self-regulatory organizations, investment advisers and investment companies in order to determine the degree of compliance with statutory and/or regulatory requirements. Review registration statements/applications, annual audited financial statements and periodic financial reports. Assist with the review and/or preparation of required schedules, worksheets and narrative materials, evaluate findings, formulate conclusions and prepare written reports. Research and analyze problems, issues, trends, and requirements affecting securities compliance. (Travel is required)

Office of Economic Analysis

Participate as a member of research teams comprised of financial economists, financial analysts, statisticians and other staff members that provide analytical support and advice to the Chief Economist and other senior Commission staff on regulatory policy, enforcement actions, and financial economics.

Office of Equal Employment Opportunity

Plan, implement and prepare reports on SEC's Model EEO program as required by EEOC's Management Directive 715. Conduct barrier analysis based on variety of employment data and formulating strategies for addressing and removing any identified barriers. Assist with No FEAR Act reporting.

Office of Financial Management

Analyze and evaluate a broad range of SEC programs and financial management activities. Actively support the agency's strategic planning and performance management activities including developing and refining materials that satisfy Office of Management and Budget Requirements and the Government Performance and Results Act (GPRA). Prepare financial statements including preparing quarterly and annual accounting reports that conform to meet federal accounting standards, and generating management reports on budget and accounting matters.

Office of Financial Management

Serve as a senior accountant, utilizing a professional knowledge of accounting principles and procedures in carrying out complex assignments. Design, develop, and implement automated accounting systems; provide expert advice in specialized areas of accounting, resolve problems, and develop policies; determine accounting system adequacy; review legislation and regulations; develop regulations and guidelines for programs users. Conduct financial analyses, audits, and/or investigations of major foreign and/or domestic businesses; Conduct studies and surveys for special projects.

Office of Human Resources

Complete special projects related to recruitment, retention, work life, and disability programs. Conduct research, evaluations, and analysis related to recruitment industry trends and assist with administration of programs, services, and policies related to work life management and disability services.

Office of Information Technology

Complete a range of critical projects sponsored by IT and agency-wide senior management, working with a number of IT groups – potentially including project management, software development, enterprise architecture, finance and administration, or the office of the CIO. Structure and lead a series of key agency technology-oriented initiatives to improve the effectiveness of agency-wide business processes. Lead specific activities within projects including business process design, comparative/competitive analysis, due diligence of technology vendors, relationship management among internal constituencies, and project management.

Office of International Affairs

Perform analysis of international securities markets and regulatory trends and prepares reports, using standard reference works, financial publications and reporting services. Prepare summaries or reports of study findings with respect to trends in securities markets, including public issuance of securities and activities of intermediaries and other globally active market participants. Review trends in global risk management. Provide support for Commission's technical assistance program, including planning and accounting for expenses. Provide support and advice to the Commission on issues relating to the application of International Accounting Reporting Standards.

Office of the Chief Accountant

Serve as a staff accountant completing special projects within the Oversight and Interpretations groups. Handle issues related to overseeing the work of accounting standard-setters, including the Financial Accounting Standards Board (FASB) and the International Accounting Standards Board (IASB), the Public Accounting Oversight Board (PCAOB) and by participating in Commission rulemaking activities. Address questions from registrants and auditors about the application of generally accepted accounting principles (GAAP), Generally Accepted Auditing Standards of the PCAOB (GAAS) and SEC rules and by participating in the office's activities with the Emerging Issues Task Force (EITF) and the International Financial Reporting Interpretations Committee (IFRIC).